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19 August 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

DDA Representative to OIT  
Customer/Standards Committee

SUBJECT: Requirements Collection and Dissemination

1. At the inception of the OIT USERS/STANDARDS Committee in November of 1985 the representatives for DI and DO seemed to have a leg up on DS&T and DA in articulating issues and requirements for their respective Directorates. This was due to the structure and functions of IMS for the DO and ASG for the DI in that both these organizations were performing a focusing function directorate-wide. Early this year the S&T formed a Directorate Users Group which has become an effective vehicle for focusing directorate concerns to the Customer Standards Committee and for providing information back to directorate users.

2. With your permission, I would like to form a DDA Users Group with a representative from each office. This would provide a forum for directorate wide concerns to be identified and discussed enabling me to better represent the directorate and articulate common concerns or requirements. If our experience with a users group follows that of S&T, it would also provide a vehicle for DDA resources to more effectively help each other.

3. I would see this group meeting monthly with 1 or 2 representatives, appointed by each office Director, that could speak to current and future concerns of their respective office.

[Redacted]